

Designation: Executive / Executive Sr. SK Collection Specialist

Experience: 4 to 6 years

Qualification: Graduation / Post Graduation with Finance specialization

Pre requisites:

- Proven experience as a Collection Lead or similar role
- Excellent knowledge of billing procedures
- Excellent people management skills
- Knowledge of various collection techniques
- Contact clients and discuss their overdue payments
- Working knowledge of MS Office and databases
- Comfortable working with targets
- Knowledge of collection laws and regulations
- Excellent communication and interpersonal skills
- Problem-solving and critical-thinking skills
- Working knowledge of PeopleSoft & Beacon Software is a plus

Job Description:

- Monitor an assigned portfolio of accounts on a daily basis
- Identify outstanding account receivables
- Investigate historical data for debts and bills
- Take actions in order to encourage timely payments
- Process payments and refunds
- Resolve billing issues
- Resolve customer credit issues
- Contact clients and discuss their overdue payments
- Update account status records
- Prepare and present reports on collection activities and progress

Please share your updated Resume to Mail ID: resumes@prodesigntek.com,

Call: +91-7207002016.